

Curriculum & Program Review Committee

Terms of Reference

1. PURPOSE

The Curriculum & Program Review Committee (CPRC; referred to hereafter as the Committee) is a standing committee of Senate that provides advice to Senate on matters regarding academic programming of Yukon University.

2. DUTIES OF THE COMMITTEE

1. The Committee will make recommendations to Senate with respect to the following:
 - a. Consideration, approval and modification of courses of instruction in any faculty¹: proposals for new courses and revisions to existing courses (See Appendix B, Course Change Approval Process).
 - b. In conjunction with the ARPP Committee, establishment, modification or discontinuance of any educational program² (see *Appendix A* below for the CPRC role).
 - c. changes to curriculum and course/program policies and procedures (through the Academic Standards Committee of Senate).
 - d. Other duties or authorities as delegated by Senate.
2. The Committee will review and approve minor changes to existing courses as delegated by Senate and outlined in the *Course Change Approval Process, Appendix B*,

3. APPROVAL AUTHORITY

Approval authority is limited to providing input, ideas, and recommendations to Senate.

Decisions made by the Committee are submitted as recommendations to Senate for final approval, with the exception to the duty under section 2.2.

4. MEMBERSHIP

The Committee shall have the following membership:

¹ YukonU Act, section 31(2)(f)

² YukonU Act, section 31(2)(i)

Voting members:

- a. Provost and Vice-President, Academic or designated alternate
- b. AVP Reconciliation or designated alternate
- c. Student selected by the Student Union
- d. A coordinator of a Community Campus
- e. Faculty members: one faculty member from each school.

The Committee shall strive to have its membership include at least 30% Indigenous persons from Yukon or elsewhere in Canada.

Non-voting resource members:

- a) Registrar and Associate Vice-President, Student Life or designated alternate
- b) A Teaching and Learning team representative
- c) University Secretary and General Counsel.

Term of office

Faculty members: min. 1 and max. 3 years, July 1 – June 30.

Student member: 1-year term as elected through the student Union or, in absence of that process, as nominated through the University Secretariat.

There is no limit to the number of terms a member can serve.

Alternates for voting faculty members

Each School or Department will designate a faculty member as an alternate. The alternate member may attend in place of the faculty member who is unable to attend a Committee meeting. The alternate must be from the same School or Department as the absent faculty member. The alternate will have full voice and vote at the meetings when the regular member is absent. Alternates cannot replace the Committee co-chairs.

5. COMMITTEE OPERATIONS

Meetings

- a. The Committee shall meet once a month from September to May every academic year.
- b. Additional meetings may be scheduled and working groups formed as needed.
- c. Meetings are open to visitors, except for in-camera items.

Committee Co-chairs

The Committee shall be co-chaired by a Senate faculty member who is selected and appointed by Senate for the duration of their Senate terms, and a voting member of the Committee who is selected and appointed by the Committee for the duration of their Committee term.

There is no limit to the number of terms a chair or co-chair can serve as long as they are a member of Senate (for Senate appointed co-chair)/Committee (for Committee appointed co-chair)

Electronic Voting

At the direction of Committee Co-chairs, the University Secretariat shall make provisions for a Committee meeting or vote to be held by electronic means. For electronic voting, the first responder in support of the recommendation is the mover, and the second responder is the seconder.

Quorum and Voting Majority

- a. To conduct business - a quorum of majority of the voting members with a majority of faculty.
- b. To carry a motion - a majority of the voting members present.
- c. The Committee strives to achieve consensus in decision-making.

Meeting Minutes

Minutes will be recorded by the University Secretariat and, once approved by the Committee, posted on the Senate SharePoint page.

Member Responsibility

- a. All members, voting and non-voting, are responsible for maintaining confidentiality of private and/or sensitive material.
- b. Members must review meeting packages prior to a meeting.

Co-chair duties

- a. To review draft meeting agendas as prepared by the University Secretariat.
- b. To chair committee meetings.
- c. To review draft minutes for accuracy.

Submission requirements

- a) Agenda item requests and submission deadline for the Committee shall be: 10 calendar days before the meeting and must be sent to the University Secretariat.
 - b) Submission requirements:
 - Documentation:
 - ~ only final (clean) versions of all required documents (see Appendix C below) are accepted for submission
 - ~ for submissions which revise existing documents a blackline or track changes copy should be also provided
 - ~ forms: all forms must be fully complete, dated, and signed as required; AND
 - a Briefing Note must accompany each submission.
- Current forms and templates must be used.

6. REVIEW OF THE TERMS OF REFERENCE

This Terms of Reference will be reviewed by the Committee every 2 years.

It is the jurisdiction of the Senate Executive Committee to review Senate committee terms of reference and recommend changes to Senate for approval.

Document History

Include all updates as approved by Senate Date

<i>Date</i>	<i>Update</i>
December 11, 2019	CPRC ToR established by Academic Council
2020 - 2021	Revised by Senate annually
June 2024	Revised and approved by Senate

APPENDIX A - CPRC role in establishment, modification or discontinuance of educational programs

Review of program establishment, modification, suspension, or discontinuance is a shared responsibility between the CPRC and ARPP committees of Senate.

CPRC will focus on the impacts on student, curriculum, quality assurance, and programs of program establishment, modification, discontinuance, or suspension.

For new programs, a phased approach is set out below. Stage 1 proposals are reviewed by ARPP only. Stage 2 proposals are reviewed by CPRC only after approval of either the ARPP committee or the Senate as a whole.

The following questions are a non-exhaustive list intended to focus committee deliberations on its area of jurisdiction for program establishment, modification, suspension, and discontinuance reviews.

Guiding questions for Committee Members:

Generally

1. What is the timeline for the proposal? Is the timeline realistic for the work that is required of the Committee and of the Senate?
2. What has been done to communicate with students?
3. Will students be affected by the change?
4. Does the documentation sufficiently support the recommendation?

For establishment

1. Does the new program impact existing courses and programs? Is there overlap or redundancy which should be considered?
2. Does the proposal properly identify and meet any accreditation requirements?

For modifications

1. How will the modifications change the course or program?
2. Will there be an impact on the program outcomes?
3. Do the modifications impact any accreditation requirements?

For suspensions

1. How will the suspension impact other courses and programs?
2. Are there timing considerations for the suspension so that it does not impact other courses or programs?

For discontinuances

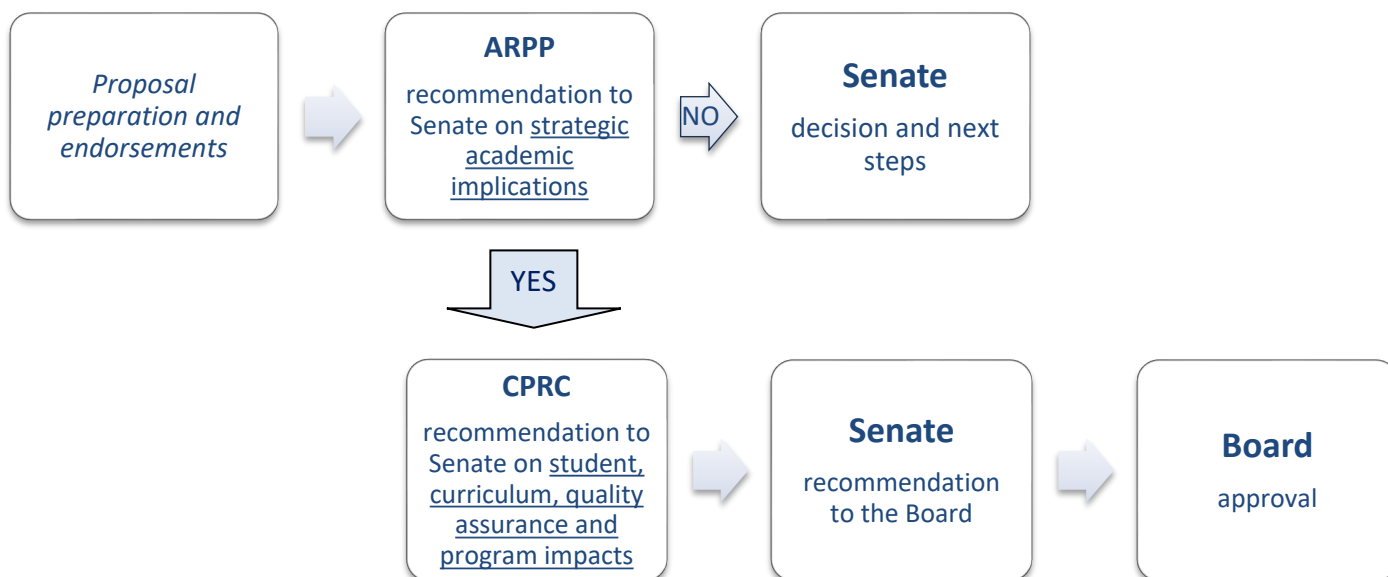
1. Will discontinuance of the course or program affect other courses or programs of study?

Figure 1. New Program Proposal Approval Process

STAGE 1



STAGE 2



APPENDIX B - Course Change Approval Process (approved by Senate on May 19, 2021)

#	Changes	Senate		Faculty Council		School
		Senate	CPRC	Optional feedback	Recommendation (required for submission to CPRC) or Approval	
1	Title	A Senate ToR	R	✓		
2	Code	A Senate ToR	R	✓		
3	Number of Credits	A Senate ToR	R	✓		
4	School	A	R	✓		
5	Division	A	R	✓		
6	Number of Hours (Lecture, lab, other, total)		A		R	
7	Level (graduate, undergraduate, etc.)		A		R	
8	Change credit vs non-credit		A		R	
9	Course Description		A CPRC ToR		R	
10	Learning Outcomes		A CPRC ToR		R	
11	Evaluation					Faculty Member, optional - chair/coordinator
12	Course Requirements:					
	a) Prerequisite(s)				A	
	b) Corequisite(s)				A	
	c) Cross-listed and Excluded Courses				A	
13	Textbooks & Learning Materials					Faculty Member
14	Topic Outline					Faculty Member
15	Course Format					Chair/coordinator
16	Delivery Format					Chair/coordinator
17	Instructor's Information					Faculty Member

NAMING COURSES

- The Yukon University course titles and subject codes are determined by the Registrar or designate in consultation with Data Governance Committee and the program area.
- Course titles and subject codes are submitted to Senate for final approval. *Request for Assignment of Course Credit Form* must be used.
- Course titles should provide students with a general idea of course content.
- Subject codes are no more than four (4) characters and abbreviations designed to identify the discipline content. Subject codes are followed by three (3) digit numerical codes that identify the course level and program classification

APPENDIX C - Required documentation for course and program submission to CPRC and Senate

Proposal for	Forms for submission package	Final approver ³
Course change	<ul style="list-style-type: none"> - Course Change form - Course Outline (clean final copy with changes included and highlighted) - Briefing Note 	Senate, CPRC or Faculty Council – see the Course Changes Approval Process
New Course	<ul style="list-style-type: none"> - Course Outline (clean final copy) - Course Outline Approval Process Form - Request for Assignment of Course Credit Form - Briefing Note 	Senate
Program change	<i>Program Change process is under development; once it's approved, this part will be complete</i>	<i>TBD</i>
New Program		Board of Governors
<i>Degree programs</i>	Step 1: <ul style="list-style-type: none"> - Stage 1, New Degree and Non-Degree Program Proposal - Briefing Note Step 2: <ul style="list-style-type: none"> - Stage 2, New Degree Program Proposal - Briefing Note 	
<i>Non-degree programs</i>	Step 1: <ul style="list-style-type: none"> - Stage 1, New Degree and Non-Degree Program Proposal - Briefing Note Step 2: <ul style="list-style-type: none"> - Stage 2, New Non-Degree Credit Program Proposal - Briefing Note 	
Other business	<ul style="list-style-type: none"> - Briefing Note - Supporting documents 	TBD contact University Secretariat

Forms and templates are available on Senate SharePoint.

³ Senate final approver: upon CPRC recommendation
Board final approver: upon Senate recommendation, through CPRC